

**SUPPLIER REGISTRATION**  
**Vendor Assistance Desk**  
**Ph: 832-393-8800 Fax: 832-393-8761**  
**<http://purchasing.houstontx.gov>**

Welcome to Strategic Purchasing - Windows Internet Explorer

https://purchasing.houstontx.gov/

File Edit View Favorites Tools Help


Google Search

Welcome to Strategic Purchasing

 **City of Houston**  
The Official Site for Houston

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website  Entire Site ...  My ZIP Code

 **Welcome**  
Strategic Purchasing Website  
Exceeding the Needs & Expectations of our Customers

We are the primary organization within the City authorized to issue invitations to bid and request for proposal, process and release purchase orders and administer term contracts through our 50+ staff members and an operating budget of \$3.0 million. The City Purchasing Agent can delegate authority to department staff to release purchase orders against contracts and to issue non-contract purchases under \$50,000.

**Our mission** is to manage, facilitate and provide the highest quality, value-added procurement services that exceed the needs and expectations of our customers.

Learn how we do business: Bids & RFPs: Related Links

> Help Desk

To register to be a City of Houston Supplier visit the web site:  
<http://purchasing.houstontx.gov>  
Or contact the Vendor Assistance Desk  
832-393-8800

start | Inbox - Microsoft Out... | SAP Logon 710 | Microsoft PowerPoint ... | Welcome to Strategic... | Internet | 100% | 8:52 AM

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http://ta02dspd01/ebid/

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Welcome to Strategic Purchasing

needs and expectations of our customers.

**Learn how we do business:**

- The City Purchasing Agent
- Guide to Doing Business
- DPU Contact List
- Employee Directory
- Glossary of Terms
- Procurement Links

**Bids & RFPs:**

- Formal Bids & RFPs
- Register to Download Bids
- Logon to Place Bids Online
- Solicitation Forms & Attachments
- Pre-Bid Conference Schedule
- FAQs

**Strategic Purchasing**

- Strategic Purchasing Area
- Doing Business Area
- Bids & RFPs Area
- Suppliers Area

**Our New SAP System:**

- Letter to Our Suppliers
- NIGP Commodity Code
- Material & Vendor Master
- SPD Purchasing Groups

**City Suppliers:**

- Register to be a Supplier
- Update My Supplier Profile
- View Active Contract Roster
- FAQs

**Search: Purchasing Website**

- Bids/RFPs
- Bid Tabulations
- SPD Website
- Site Map

**Terms & Conditions:**

- Purchase Order & Change Order
- Request for Quotation
- Outline Agreement
- Commodity Awards Notification

**Help Desk :**

- How May We Assist You
- How Are We Doing
- City Personnel Logon

**Vendor Services**

- Vendor Help**  
Get help with registration, online bidding and more.
- Vendor Login**  
Update your profile or password. Place online bids!

Go to Vendor Services click on Vendor Login

Home | 311 City Helpline | E-Mail the Mayor | E-Mail the SPD Webmaster | FAQ's | Privacy Policy

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start Vendor-NIGP Report ... SAP Logon 710 Welcome to Strategic... Microsoft PowerPoint ... 2:39 PM



HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search

Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Vendor Logon

### Strategic Purchasing

- > Strategic Purchasing Area
- > Doing Business Area
- > Bids & RFPs Area
- > Suppliers Area

### Search: Purchasing Website

- > Bids/RFPs
- > Bid Tabulations
- > SPD Website
- > Site Map

### Vendor Services

**VENDOR HELP**  
For help with registration, online bidding, and more.

**VENDOR LOGIN**  
Place online bid! Update your

**NEW!** Our site has changed! We are now accepting **Online Bids** on select Bids and RFPs. To support this, we are requiring suppliers to create a web site account with username and password of your choice. **This registration allows you to view bid documents and place bids online. It is not related to the Supplier Registration Form that you previously submitted to become a City vendor.**

[Click here for details!](#)

To view Open Bids, you must first register to obtain a user account. Never obtained a password in the past? No problem, registration is fast and easy!

[Register now, choose a password and then proceed to login. Click Here!](#)

If you already have registered, then login with your Email Address and Password to proceed.

Email Address:

Password:

☐ Remember user name next time?

Login

[Search for Existing Vendor Information](#)

[New User, Register Now to Bid](#)

[Forgot your password? Click Here.](#)

Please Search for Existing Vendor to see if your company is registered

City of Houston -- Strategic Purchasing Division -- Vendor Search - Windows Internet Explorer

http://ta02dspd01/ebid/Vendor\_Search.aspx

File Edit View Favorites Tools Help

Google Search

City of Houston -- Strategic Purchasing Division -- Ven...

**City of Houston**  
The Official Site for Houston, Texas

VISITORS

**Search** Website: Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) > Vendor Search

**Strategic Purchasing Area**

(1) Select Search Type

> Suppliers Area

Search: Purchasing Website

> Bids/RFPs  
> Bid Tabulations  
> SPD Website  
> Site Map

**Vendor Services**

**VENDOR HELP**  
For help with registration, online bidding, and more.

Select a search option below and enter your search criteria in the Search Criteria box.

**Search Type**

- ☐ Vendor ID
- ☐ EIN
- ☐ SSN
- ☐ Email
- ☐ DBA (Company Name)
- ☐ Contact Name
- ☐ Address

**Search**

(3) Select Search

(2) Enter Company Name or  
EIN 76-0000000  
SSN 760-00-0000

Search Criteria

Done

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http://ta02dspd01/ebid/Vendor\_Search.aspx

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**City of Houston**  
The Official

VISITORS

**Search** Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) > Vendor Search

**Strategic Purchasing**

- > Strategic Purchasing Area
- > Doing Business Area
- > Bids & RFPs Area
- > Suppliers Area

**Search: Purchasing Website**

- > Bids/RFPs
- > Bid Tabulations
- > SPD Website
- > Site Map

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Select a search option below and enter your search criteria in the Search Criteria box.

**Search Type**

- ☐ Vendor ID
- ☒ EIN
- ☐ SSN
- ☐ Email
- ☐ DBA (Company Name)
- ☐ Contact Name
- ☐ Address

**Search Criteria**

76-1111111

**Search**

**List of Selected Vendors**

<b>Vendor ID:</b>	131376
<b>EIN:</b>	76-1111111
<b>Email:</b>	ruth01@yahoo.com
<b>Login Email:</b>	Ruth01@yahoo.com
<b>Company Name:</b>	WEST VIEW INC
<b>Contact Name:</b>	RUTH JOHNSON
<b>Address:</b>	2500 PARK WAY

If your company is not registered you will get a message saying no data. Go in as a new user to Create a Web Account and Register as a Supplier.

This is the data if it exist in SAP. You must have a email/password to login in

Done

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City of Houston -- Strategic Purchasing Division -- Login - Windows Internet Explorer

http://ta02dspd01/ebid/Vendor\_Logon.aspx

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Google Search

City of Houston -- Strategic Purchasing Division -- Login

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

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Strategic Purchasing Division (SPD) Home > Vendor Logon

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- > Strategic Purchasing Area
- > Doing Business Area
- > Bids & RFPs Area
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**Search: Purchasing Website**

- > Bids/RFPs
- > Bid Tabulations
- > SPD Website
- > Site Map

**Vendor Services**

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For help with registration, online bidding, and more.

**VENDOR LOGIN**  
Place online bids! Update your profile or password.

**NEW!** Our site has changed! We are now accepting **Online Bids** on select Bids and RFPs. To support this, we are requiring suppliers to create a web site account with username and password of your choice. **This registration allows you to view bid documents and place bids online. It is not related to the Supplier Registration Form that you previously submitted to become a City vendor.**

[Click here for details!](#)

To view Open Bids, you must first register to obtain a user account. Never obtained a password in the past? No problem, registration is fast and easy!

[Register now, choose a password and then proceed to logon. Click Here!](#)

If you already have registered, then logon with your Email Address and Password to proceed.

**Email Address:**

**Password:**

☐ Remember user name next time?

[Search for Existing Vendor Information](#)

[New User, Register Now to Bid](#)

[Forgot your password? Click Here.](#)

Please note that the online supplier registration process is being enhanced, and we appreciate your patience during this enhancement.

Some benefits of registration include:

To create new account select New User, Register Now to Bid

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Register Vendor - Windows Internet Explorer

http://ta02dspd01/ebid/Bid\_RegForm.aspx?

File Edit View Favorites Tools Help

Google Search Bookmarks Check AutoFill Sign In

Register Vendor

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Bids & RFPs > Web Site Registration Form

**Strategic Purchasing**

- > Strategic Purchasing Area
- > Doing Business Area
- > Bids & RFPs Area
- > Suppliers Area

**Create Your Web Account**  
You may then proceed to register as a city supplier

Please take a moment to enter your information below.  
When finished, click the Submit button.

Please enter your email address and password. Your email address will be your login ID.

Already registered but forgot your password [Click Here.](#)

Prior to creating a website account, please search by clicking [Search for Existing Vendor Information](#) to make sure your company does not already exist as a City of Houston Vendor.

Email:

Password:

Re-enter Password:

**Vendor Services**

**VENDOR HELP**  
For help with registration, online bidding, and more.

**VENDOR LOGIN**  
Place online bids! Update your profile or password.

**Important Notice:**  
To ensure you receive clarification letters, we need a valid eMail address.

Completing this form will only create the web account which give access to fill out and submit a new registration form to become a supplier or to update an

Create email and password

Register Vendor - Windows Internet Explorer

http://ta02dspd01/ebid/Bid\_RegForm.aspx?

File Edit View Favorites Tools Help

Google Search

Register Vendor

> Site Map

**Vendor Services**

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For help with registration, online bidding, and more.

**VENDOR LOGIN**  
Place online bids! Update your profile or password.

**Prior to creating a website account, please search by clicking [Search for Existing Vendor Information](#) to make sure your company does not already exist as a City of Houston Vendor.**

Email:

Password:

Re-enter Password:

**Important Notice:**  
To ensure you receive clarification letters, we need a valid eMail address.

Completing this form will only create the web account which give access to fill out and submit a new registration form to become a supplier or to update an existing supplier registration.

Please note that after creating a web account , you must complete and submit the registration form to become a supplier.

First Name:

Last Name:

Company:  (35 Characters)

Address:

City:

State:

Zip:

Telephone:

Fax:

Continue to complete the Web Account and Submit

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# City of Houston

The Official Site for Houston, Texas

[HOME](#) | [I WANT TO...](#) | [GOVERNMENT](#) | [RESIDENTS](#) | [BUSINESS](#) | [DEPARTMENTS](#) | [VISITORS](#)**Search**Website  Entire Site ...  My ZIP Code  [Strategic Purchasing Division \(SPD\) Home](#) > [Bids & RFPs](#) > [Confirmation Form](#)**Vendor Services****VENDOR HOME**

View/Manage online bids

**BID SEARCH**

Search for Bids &amp; RFPs

**ACCOUNT INFO**

Update Your Profile and Password

**COMPANY INFO**

Update Your Company Profile

**LOGOUT**

You just created a web account that entitles you to register as a Supplier with the City of Houston.

Please click the [Supplier Registration Form](#) to complete your registration and obtain a vendor number.

Your Login ID is roger01@yahoo.com.

[Search for Bids and RFPs](#)

Click on  
Supplier  
Registration

[Home](#) | [311 City Helpline](#) | [E-Mail the Mayor](#) | [E-Mail the SPD Webmaster](#) | [FAQ's](#) | [Privacy Policy](#)

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City of Houston -- Strategic Purchasing Division -- Vendor Registration - Windows Internet Explorer

http://ta02dspd01/Ebid/Registration\_Form.aspx

File Edit View Favorites Tools Help

Google Search + - ABC Check AutoFill

City of Houston -- Strategic Purchasing Division -- Ven...

Strategic Purchasing Division (SPD) Home > Supplier Registration > Registration Form

### City of Houston Supplier Registration Form

**CITY OF HOUSTON SUPPLIER REGISTRATION FORM**

This form must be completed to do business with the City of Houston. **Do not fill out this form** if you have registered within the past 3 years. Your registration is still valid.

New supplier registration **is not complete** until you fax, mail or hand deliver the **IRS W-9 Form** to the following address. The information on this form must be the same as listed on the request for Taxpayer Identification Number and Certification IRS W-9 Form as required by the Internal Revenue Service. For companies outside of the United States, **IRS W-8 Form** must be filled out and mailed to the address listed at the bottom of this page.

**1. MAILING ADDRESS:**

**2. FAX NUMBER:**  
City of Houston, Finance & Administration Department  
832-393-8757  
Strategic Purchasing Division Supplier's Desk  
P.O. Box 1562  
Houston, TX 77251-1562

**3. PHYSICAL ADDRESS FOR HAND DELIVERY:**  
City of Houston, City Hall Building Concourse Level  
901 Bagby, Suite B-120  
Houston, TX 77002

**New Vendor Registration Information**

\* Indicates information required.

**Business Name and Type**

**BUSINESS NAME:** Please make sure your company name matches your W-9.

Company Name: \*  (35 Characters)

Done

Local intranet 100%

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(1) Complete the Supplier Registration Form

http://ta02dspd01/Ebid/Registration\_Form.aspx

File Edit View Favorites Tools Help

Google Search

City of Houston -- Strategic Purchasing Division -- Ven...

901 Bagby, Suite B-120  
Houston, TX 77002

### New Vendor Registration Information

\* Indicates information required.

#### Business Name and Type

**BUSINESS NAME:** Please make sure your company name matches your W-9.

Company Name: \*

DBA:  (35 Characters)

Business Type:

#### Business Address (Where to send purchase orders)

Remittance address for payment can be added after Business / Sales address is added to the system.

Address: \*   
(PO Box Not Allowed )

City: \*

State: \*

Zip Code: \*  (e.g. 00000 or 00000-0000)

#### Contact Information

Contact Name: \*

Telephone: \*  (e.g. 000-000-0000)

Fax:  (e.g. 000-000-0000)

Email: \*  (e.g. john@something.com)

#### Tax Information

For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

Tax ID Type: \*

Tax Number: \*  (e.g., 00-0000000)

(2) Fill in company name, address phone/fax numbers, etc.

start Vendor-NIGP Report ... SAP Logon 710 City of Houston -- Str... Microsoft PowerPoint ... Local intranet 100% 2:58 PM

City of Houston -- Strategic Purchasing Division -- Vendor Registration - Windows Internet Explorer

http://ta02dspd01/Ebid/Registration\_Form.aspx

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Tax Number:\* 76-0000000 (e.g., 00-0000000)

Is your **company** or **service 1099** reportable?

☐ Yes

☒ No

**Commodity Code Information**

Please read and follow instructions

Click the link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.

If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.

**Enter Code(s):** **Validated List:\***

(3) Click Search NIGP Commodity Code List

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City of Houston -- Strategic Purchasing Division -- Vendor Registration - Windows Internet Explorer

http://ta02dspd01/Ebid/Registration\_Form.aspx

File Edit View Favorites Tools Help

Google

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Tax Number:\*

Is your company c

Commodity Code

Please read and foll

Click the link to SE

the codes for you

If you know the c

area below then

Enter Code(s):

Commodity Code Search Dialog -- Webpage Dialog

To search the NIGP Commodity Code List, enter one or more keywords:

Keywords: box

Specific NIGP Code:  
(First few numbers or NIGP  
Code format:123-45)

Match: All Words

Search Type: Part of the Word

Search

**Instruction:**

1. Select the commodity codes that match the products and/or services your company provides.
2. Click on the **Add** button to add to the list.
3. When finish, click on **Done**. DO NOT CLOSE THE WINDOW.
4. To search and add new codes: Do a new search and repeat steps 1 - 3.

	Commomdity Code	Description
<input checked="" type="checkbox"/>	040-03	Animal Care Supplies (Collars, Clothing, Leashes, Litter Boxes, etc.)
<input checked="" type="checkbox"/>	040-58	Hibernation Boxes (Butterfly, Ladybug, etc.)
<input type="checkbox"/>	052-08	Ceramic and Glass Objects (Shadow Boxes, Stained Glass, etc.)
<input type="checkbox"/>	065-85	Tool Compartment Boxes (For Trucks)
<input type="checkbox"/>	090-64	Proof Boxes

2 item(s) selected.

Add Done

(1) Use a Keyword

(2) Click Search

(3) Select NIGP Code box

(4) Click Add and done to add to the Supplier application

http://ta02dspd01/Ebid/Registration\_Form.aspx#

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start Vendor-NIGP Report ... SAP Logon 710 City of Houston -- Str... Microsoft PowerPoint ... 3:00 PM

☐ Yes  
☒ No

**Commodity Code Information**

Please read and follow instructions

Click the link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.

If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.

Enter Code(s):

Add to List

Validated List:\*

040-03  
040-58

Remove From List

Submit

Reset

(1) This will  
Validate the  
NIGP codes

(2) Once Supplier  
Registration is  
completed click  
Submit



City of Houston -- Strategic Purchasing Division -- Vendor Registration - Windows Internet Explorer

http://ta02dspd01/Ebid/Registration\_Complete.aspx

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HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Supplier Registration Form > Registration Confirmation

**Vendor Services**

- VENDOR HOME  
View/Manage online bids
- BID SEARCH  
Search for Bids & RFPs
- ACCOUNT INFO  
Update Your Profile and Password
- COMPANY INFO  
Update Your Company Profile
- LOGOUT

**Supplier Registration Confirmation**

**Thank you for registering...**

**This confirms that your registration is now in our system.**

**Here is your vendor id: 131328**

**To activate your vendor number, you must fax or email your (tax form) W8 or W9 to the Supplier's Assistance Desk.**

**Fax Number: 832-393-8761**

**No need to add a remittance address if it's the same as sales address.**

**Please click on company info on left menu for any registration changes such as adding a remittance address for payment or updating current record.**

**Email: [HoustonPurchasing@cityofhouston.net](mailto:HoustonPurchasing@cityofhouston.net)**

(1) Interface generates a notification with the vendor number

(2) Vendor is blocked until W8 / W9 is faxed to 832-393-8761

(3) Click Company Info to add a Remittance Address

Done Local intranet 100% 3:02 PM

start Vendor-NIGP Report ... SAP Logon 710 City of Houston -- Str... Microsoft PowerPoint ...

Update Your Company Profile

LOGOUT

Contact Name: ROGER JOHNSON  
Address: 2000 RUSK  
HOUSTON TX 77003  
Phone: 713-223-2222  
Fax: 713-222-2323  
Email: roger01@yahoo.com  
Business Type: Corporation  
Tax ID: SSN - EIN - 76-0000000  
1099 Reportable: No  
Product and Service Commodity Code(s):  
04003 | 04058

Edit

## Vendor Payment/Remittance Address

**NO DUPLICATED ADDRESS ALLOWED**

Remittance Vendor ID	Contact Name / Address	Phone / Fax

Add Remittance

Remittance Address must be different and it's only meant for payment

Vendor Information Update - Windows Int...

Vendor\_Master\_PJ -- Webpage Dialog

http://ta02dspd01/Ebid/vendor/Ven

File Edit View Favorites Tools Help

Google

Vendor Information Update

Update Your Company Profile

LOGOUT

Contact

Address

Phone:

Fax:

Email:

Business

Tax ID:

1099 Re

Product

04003 |

Vendor

NO D

Remit

Vendor

Remittance Contact Information: (Where to send payments)

**DO NOT ENTER SALES ADDRESS AS REMITTANCE. ONLY ENTER A REMITTANCE ADDRESS IF DIFFERENT FROM SALES ADDRESS.**

\* Indicates information required

Please complete the form below to add vendor remittance.

Remittance Vendor ID:

Contact Name:

Address Type:\* -- Select Address Type --

Address: \*

City:\*

State:\* -- Select State / Province --

Zip Code:\* (e.g. 00000 or 00000-0000)

Telephone: (e.g. 000-000-0000)

Fax: (e.g. 000-000-0000)

Add Cancel

Enter required fields and select Add

Vendor\_VendorInfo.aspx

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SAP Logon 710

Change Vendor: Initi...

Vendor Information U...

Microsoft PowerPoint ...

3:18 PM

## Remittance Contact Information:

(Where to send payments)

**DO NOT ENTER SALES ADDRESS AS REMITTANCE. ONLY ENTER A  
REMITTANCE ADDRESS IF DIFFERENT FROM SALES ADDRESS.**

\* Indicates information required

Remittance Vendor  
ID:**Please complete the form below to add vendor remittance.**

Contact Name:

susan johnson

Address Type:\*

PO Box

Address: \*

1565

City:\*

houston

State:\*

Texas

Zip Code:\*

77002

(e.g. 00000-0000)

Telephone:

713-225-2626

(e.g. 000-000-0000)

Fax:

713-222-2222

(e.g. 000-000-0000)

Add

Cancel

Click add, this  
will generate a  
different supplier  
number

Vendor Information Update - Windows Internet Explorer

http://ta02dspd01/Ebid/vendor/Vendor\_VendorInfo.aspx

File Edit View Favorites Tools Help

Google Search

Vendor Information Update

Phone: 713-223-2222  
Fax: 713-222-2323  
Email: roger01@yahoo.com  
Business Type: Corporation  
Tax ID: SSN - EIN - 76-0000000  
1099 Reportable: No  
Product and Service Commodity Code(s):  
04003 | 04058

Edit

**Vendor Payment/Remittance Address**

**NO DUPLICATED ADDRESS ALLOWED**

Remittance Vendor ID	Contact Name	Address	Phone / Fax
131329	SUSAN JOHNSON	PO Box 1565 HOSTON, TX 77002	713-225-2626 713-222-2222

Edit

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Main Vendor number is for Correspondence/PO's (VN) and Remittance is for payment (PI) and are Partnered in SAP

A new Supplier Vendor number is generate for the Remittance Address



# Updating the Supplier Registration Record

<http://purchasing.houstontx.gov>

Vendors Assistance Desk

PH: 832-393-8800 Fax: 832-393-8761

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- Formal Bids & RFPs
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**Strategic Purchasing**

- > Strategic Purchasing Area
- > Doing Business Area
- > Bids & RFQs Area

To update your Vendor Record please visit the website @ : <http://purchasing.houstontx.gov>

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- SPD Purchasing Groups

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- Purchase Order & Change Order
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- Formal Bids & RFPs
- Register to Download Bids
- Logon to Place Bids Online
- Solicitation Forms & Attachments
- Pre-Bid Conference Schedule
- FAQs

**City Suppliers:**

- Register to be a Supplier
- Update My Supplier Profile
- View Active Contract Roster
- FAQs

**Help Desk :**

- How May We Assist You
- How Are We Doing
- City Personnel Logon

**Strategic Purchasing**

- Strategic Purchasing Area
- Doing Business Area
- Bids & RFPs Area
- Suppliers Area

**Search: Purchasing Website**

- Bids/RFPs
- Bid Tabulations
- SPD Website
- Site Map

**Vendor Services**

- Vendor Help**  
Get help with registration, online bidding and more.
- Vendor Login**  
Update your profile or password. Place online bids!

Click Vendor Login

Home | 311 City Helpline | E-Mail the Mayor | E-Mail the SPD Webmaster | FAQ's | Privacy Policy

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City of Houston -- Strategic Purchasing Division -- Login - Windows Internet Explorer

http://ta02dspd01/ebid/Vendor\_Logon.aspx

File Edit View Favorites Tools Help

Google Search

City of Houston -- Strategic Purchasing Division -- Login

# City of Houston

The Official Site for Houston, Texas

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Vendor Logon

## Vendor Services

- VENDOR HOME**  
View/Manage online bids
- BID SEARCH**  
Search for Bids & RFPs
- ACCOUNT INFO**  
Update Your Profile and Password
- COMPANY INFO**  
Update Your Company Profile
- LOGOUT**

**NEW!** Our site has changed! We are now accepting **Online Bids** on select Bids and RFPs. To support this, we are requiring suppliers to create a web site account with username and password of your choice. **This registration allows you to view bid documents and place bids online. It is not related to the Supplier Registration Form that you previously submitted to become a City vendor.**

[Click here for details!](#)

To view Open Bids, you must first register to obtain a user account. Never obtained a password in the past? No problem, registration is fast and easy!

Register now, choose a password and then proceed to logon. [Click Here!](#)

If you already have registered, then logon with your Email Address and Password to proceed.

**Email Address:**

**Password:**

☐ Remember user name next time?

[Search for Existing Vendor Information](#)

[New User, Register Now to Bid](#)

[Forgot your password? Click Here.](#)

Vendor must have a web account to log in. If you get any error message, please don't try to create a new account. Contact the Vendor Assistance Office. 832-393-8800

Enter your Email and Password Click Login

To Search for Existing Vendor Record

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Vendor Home - Windows Internet Explorer

http://ta02dspd01/Ebid/vendor/Vendor\_Home.aspx

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Google Search

Vendor Home

Sign In

City of Houston

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS

Search Website Entire Site ...

Strategic Purchasing Division (SPD) Home > Vendor Home

Welcome roger johnson

To **SEARCH** click on the **Bid/RFP Search Engine**.

You may place your bids up until the close date by clicking on the Bid Number. To view documents for this bid, click on the Description.

Your Current and Past Bids

Item #	Bid Number (Edit Bid)	Description (View Docs)	Post Date	Due Date	Status
You have not made any bids yet.					

A status of **Submitted to City** applies to bids you have completed and submitted to the City. A status of **Not Submitted** applies to bids you have created but not submitted to the City. We urge you to either Submit or Withdraw your bid prior to the Due Date of the bid.

**Please remember that it is still a City policy that for Formal Bids, a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary. Formal Bids have a value of over \$25,000 and have a bid number that does not start with "I".** [More details...](#)

Vendor Services

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Account Information - Windows Internet Explorer

http://ta02dspd01/Ebid/vendor/Vendor\_AccountInfo.aspx

File Edit View Favorites Tools Help

Google Search

Account Information

City of Houston  
The Official Site for Houston, Texas

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Search Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Account Information

**Vendor Services**

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- ACCOUNT INFO**  
[Update Your Profile and Password](#)
- COMPANY INFO**  
Update Your Company Profile
- LOGOUT**

**Account Information**

**Company** Supply Store

**DBA**

**Email** roger01@yahoo.com

**First Name** roger

**Last Name** johnson

**Address** 2000 rusk

**City** houston

**State** tx

**Zip** 77003

**Phone** 713-223-2222

**Fax** 713-222-2323

[Change Password](#)

This is the Web Account Information

http://ta02dspd01/Ebid/vendor/Vendor\_AccountInfo.aspx

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Vendor Information Update - Windows Internet Explorer

http://ta02dspd01/Ebid/vendor/Vendor\_VendorInfo.aspx

File Edit View Favorites Tools Help

Google Search

Vendor Information Update

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

### Vendor Profile Information

#### Vendor Services

- VENDOR HOME**  
View/Manage online bids
- BID SEARCH**  
Search for Bids & RFPs
- ACCOUNT INFO**  
Update Your Profile and Password
- COMPANY INFO**  
[Update Your Company Profile](#)
- LOGOUT**

#### VENDOR INFORMATION UPDATE FORM

This form allows you to update your Company's information with the City of Houston. Your COH vendor number is for your reference and cannot be edited.

##### Vendor Sale Profile

Business Name:	SUPPLY STORE
DBA:	
Vendor ID:	131328
Reg. Date:	8/14/2009 3:02:35 PM
Contact Name:	ROGER JOHNSON
Address:	2000 RUSK HOUSTON TX 77003
Phone:	713-223-2222
Fax:	713-222-2323
Email:	roger01@yahoo.com
Business Type:	Corporation
Tax ID:	SSN - EIN - 76-0000000
1099 Reportable:	No
Product and Service Commodity Code(s):	04003   04058

Edit

http://ta02dspd01/Ebid/vendor/Vendor\_VendorInfo.aspx

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This is the Company Information: Supplier profile Click Edit

Vendor Information Update - Windows Internet Explorer

http://ta02dspd01/Ebid/vendor/Vendor\_VendorInfo.aspx

File Edit View Favorites Tools Help

Google Search

Vendor Information Update

**BID SEARCH**  
Search for Bids & RFPs

**ACCOUNT INFO**  
Update Your Profile and Password

**COMPANY INFO**  
Update Your Company Profile

**LOGOUT**

**Edit Vendor Sale Profile**

\* Indicates information required.

**Business Name Type**

Vendor ID: 131328

Company Name: SUPPLY STORE

DBA:

Business Type: Corporation

**Business Address (Where to send purchase orders)**

Address: \* 2000 RUSK  
(PO Box Not Allowed )

City: \* HOUSTON

State: \* Texas

Zip Code: \* 77003 (e.g. 00000 or 00000-0000)

**Contact Information**

Contact Name: ROGER JOHNSON

Telephone: 713-223-2222 (e.g. 000-000-0000)

Fax: 713-222-2323 (e.g. 000-000-0000)

Email: roger01@yahoo.com (e.g. john@something.com)

**Tax Information**

For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

SSN:

EIN: 76-0000000

Is your **company** or **service 1099** reportable?

☐ Yes

☒ No

Update data, to add additional NIGP codes. To change EIN/SSN, please contact the Vendor's Assistance Desk at 832-393-8800.

Done

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Vendor Information Update - Windows Internet Explorer

http://ta02dspd01/Ebid/vendor/Vendor\_VendorInfo.aspx

File Edit View Favorites Tools Help

Google Search

Vendor Information Update

EIN: 76-0000000

Is your **company** or **service 1099** reportable?

☐ Yes

☒ No

**Commodity Code Information**

Please read and follow instructions

Click this link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.

If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.

Enter Code:

Add To List

Validated List:\*

040-03

040-58

Remove From List

Save

Cancel

To update data you must Click on SAVE

Done

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Vendor Information Update - Windows Internet Explorer

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Google Search

Vendor Information Update

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS

Search Website Entire Site ... 60 My ZIP

Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

### Vendor Profile Information

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**Vendor Sale Profile**

Business Name: SUPPLY STORE LLC  
DBA:  
Vendor ID: 131328  
Reg. Date: 8/14/2009 3:02:35 PM  
Contact Name: ROGER JOHNSON  
Address: 2000 RUSK  
HOUSTON TX 77003  
Phone: 713-223-2222  
Fax: 713-222-2323  
Email: roger01@yahoo.com  
Business Type: Corporation  
Tax ID: SSN - EIN - 76-0000000  
1099 Reportable: No  
Product and Service Commodity Code(s):  
04003 | 04058

Edit

This is the screen to review if the changes took successfully. If an error notification is received, please click the back arrow and make necessary corrections and click save again

Done Local intranet 100%

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